

Section 2

ROADMAP TO SUCCESS

The Participant Handbook describes key program requirements, policies, roles and responsibilities, and various administrative procedures. This roadmap is designed to help you get started in DLAMP.

First, you should ensure that you **understand each of the program requirements**. This Handbook, your Component DLAMP website, and the DLAMP website (www.cpms.osd.mil/dlamp) are good sources for the latest program information. You should contact your Component DLAMP representative (see Section 8 of this Handbook) if you have questions or would like clarification on any aspect of the program. We recommend that you check the websites periodically to ensure you are aware of updates.

Second, we recommend that you **use the Self-Assessment Tool** (found in Section 2-2 of this Handbook) to assess your abilities, knowledge, and skills in comparison to the developmental objectives of DLAMP. This is the first step in identifying your educational and developmental needs.

Communication with your supervisor is key to successful participation in the program. Be sure that your supervisor understands the program's key elements and requirements. You will be involved in developmental activities for a considerable period of time and supervisory support throughout is critical.

Then, you should **determine which program requirements you have already fulfilled** based on your prior education and experience. For example, if you have had extensive education in business management or public policy areas, this will be considered in determining your requirement for additional graduate, or "round-out" courses. Similarly, if you have already completed senior-level Professional Military Education (e.g., Army War College), you can provide documentation of fulfillment of the PME requirement. Remaining requirements become part of your Individual Development Plan (IDP).

Next, you will **map out a strategy** for accomplishing the required program elements. In Section 2-1 of this Handbook, you will find information on the three conceptual progression tracks through DLAMP. You will be placed in the track that best fits your needs, based on your prior education and degree preferences. Follow the recommended sequence of activity for your track in developing your plan.

You will then **document your strategy in your IDP**. The recommended format for the IDP is found in Section 2-3 of this Handbook. If your agency uses a different format,

you may add the necessary DLAMP information to your existing IDP. An electronic template of the IDP is available on the DLAMP website. Be sure to check with your Component DLAMP representative for any Component-specific guidance. Input from both your supervisor and your mentor, if you have one, will be helpful in developing your IDP. Considering your developmental needs and your organization's mission requirements, you should discuss the various options for completing each requirement (e.g., resident or non-resident PME; full- or part-time master's degree program) and the time-line for completing each program element. You should not worry about being locked into these initial decisions. The IDP is a "living" document that you will review and revise at least annually.

You are responsible for **keeping up with program updates**, new policies and procedures, administrative requirements, developmental activities, and other program changes. The easiest way to stay in the information loop is to maintain contact with your Component DLAMP representative, and to check the DLAMP and Component websites frequently for the latest program information. You will also receive occasional mailings of program updates and changes, via e-mail and the postal service. To receive information in a timely manner, you must ensure that your Component DLAMP representative and the DoD DLAMP Office have your current contact information. You should use the "Personal Information Change Sheet," found in Section 7 of this Handbook and on the DLAMP website, to notify these offices as soon as possible after any change occurs.

Lastly, we encourage you to **seek out opportunities** and make the most of your participation in DLAMP.